



**UNITED STATES BANKRUPTCY ADMINISTRATOR
SOUTHERN DISTRICT OF ALABAMA
Mobile, Alabama
Vacancy Announcement #16-01**

BANKRUPTCY ANALYST

POSITION: **Bankruptcy Analyst**
Full Time Permanent Position

LOCATION: Mobile, Alabama

SALARY RANGE: Court Personnel System CL 27/28
\$47,390 to \$ \$71,012, based on qualifications and experience.

OPENING DATE: November 1, 2016

CLOSING DATE: November 18, 2016

The United States Bankruptcy Administrator in Mobile, Alabama is accepting applications for a challenging, interesting, and rewarding position as a **BANKRUPTCY ANALYST** in the Bankruptcy Administrator's Office. Bankruptcy Analysts are responsible for analyzing, maintaining, and processing information and managing bankruptcy cases.

Duties and Responsibilities: The Bankruptcy Analyst performs duties and responsibilities which include, but are not limited to the following:

- Develop and maintain an understanding of and commitment to the purposes, policies, function, and procedures of the Bankruptcy Administrator.
- Manage and supervise Chapter 7 Trustees in the administration of their cases.
- Review and audit Chapter 7 Trustee Final Reports, including applications for compensation and applications to employ professionals.
- Schedule and docket Final Hearing Notices using the CM/ECF system.
- Monitor Trustee Blanket Bond and communicate with bonding company when changes to bond are required.
- Collect, review, and analyze information and data related to case filings and prepare a variety of reports on historical and current data.
- Conduct research on specific legal questions and issues involving Bankruptcy Code and Rules.
- Prepare correspondence to trustees, attorneys, debtors, and judicial employees.
- Analyze and provide recommendations regarding federal statutes and regulations, Administrative Office directives, policies, procedures, and court rules affecting the operation of the Bankruptcy Administrator's Office.
- Draft and finalize documents and procedural manuals regarding the administration of Chapter 7 estates.

- Provide case information to judges, court staff, attorneys, and trustees.
- Preside at Meeting of Creditors when required.
- Other duties as assigned.

Qualifications and Education Requirements: To qualify for the position, applicants must have a minimum of three (3) years of experience in progressively responsible administrative, technical, or professional positions, preferably in a court, legal, or financial setting. Education may substitute for experience up to two (2) years. Applicants must have advanced knowledge of the Bankruptcy Code, Rules, schedules, and forms, and be familiar with the administration of bankruptcy cases. Applicants must be able to organize information and manage time effectively, including setting priorities and meeting deadlines. Applicants should be proficient in the use of computers, and computer programs such as Microsoft Office, CM/ECF, Adobe Acrobat, and Lotus Notes. The successful candidate must be professional and able to work well with others while consistently maintaining attention to detail in all areas of responsibility. Applicants must have the ability to maintain confidentiality, and have excellent oral and written communication skills and a familiarity with CALR and the *Code of Conduct for Judicial Employees* is a bonus. A Bachelor's Degree and/or paralegal certificate from an accredited institution is preferred.

Conditions of Employment: This is a sensitive position within the U.S. Judiciary. Proof of citizenship and satisfactory completion of a background and fingerprint check is required as a condition of employment. Employees of the United States Bankruptcy Administrator are considered "At Will" employees and are subject to termination by the Bankruptcy Administrator with or without cause. All new employees are subject to a one (1) year probationary period. This position is subject to mandatory Electronic Funds Transfer (direct deposit) for salary payment.

Benefits: A generous benefits package is available to employees, including health insurance, life insurance, dental and vision insurance, long term care insurance, flexible spending benefits, paid federal holidays, retirement and Thrift Savings Plan (401-k), and annual and sick leave.

Application Process: To be considered for this position, candidates must submit all of the following application materials: cover letter with a summary of your work history; detailed resume with current salary, and the Federal Judicial Branch Application for Employment (**Form AO 78**). Only candidates selected for an interview will be contacted. Application packages should be mailed to:

**United States Bankruptcy Administrator
Attention: Human Resources
113 St. Joseph Street, Box 16
Mobile, AL 36602**

Or e-mailed to lisa_lopez@alsba.uscourts.gov

E-mailed documents must be in Word or PDF format. Zip files and faxes will not be accepted. To obtain the AO 78 Application Form and Vacancy Announcement, visit our website at www.alsba.uscourts.gov. An Application Form may be downloaded from www.uscourts.gov/FormsAndFees.aspx.

**THE UNITED STATES BANKRUPTCY ADMINISTRATOR IS AN
EQUAL OPPORTUNITY EMPLOYER**